

**TOWN OF DARIEN
BOARD OF FINANCE
REGULAR MEETING
SEPTEMBER 13, 2016**

ATTENDANCE: Jon Zagrodzky, Chairman; Frank Huck, Diana Maguire, Bruce Orr, Jamie McLaughlin

ABSENT: David Lopiano, James Palen

STAFF: Jennifer Charneski, Finance Director

OTHERS: Police Chief Duane Lovello; Jack Davis, RTM Finance & Budget Chair; Edward Gentile, Director of Public Works, First Selectman Jayme Stevenson,

CALL TO ORDER

Mr. Zagrodzky called the regular meeting of the Board of Finance to order at 7:52 p.m. A quorum was present.

Request for Special Appropriation for Police Body Cameras

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10101011-49100	Fund Balance	\$87,142	10302243-82034	Software Maintenance & Support	\$49,344
			30332234-917008	Body Cameras	\$37,798
	TOTAL	\$87,142		TOTAL	\$87,142

Police Chief Lovello greeted the Board Members and said that he was present to speak about the funding for Police Body Cameras. A request had been included in the Fiscal 2017 Budget, but was not funded. He said that he believed that there was a rapid change throughout the country pertaining to police activity. There have been two recent events in Darien and Chief Lovello said that he believes that this is the time to move forward with Body Cameras. This would be a move towards transparency and a liability avoidance mechanism. The State has mandated minimum technical requirements for body cameras and created a model policy that will be used State-wide. Chief Lovello said that his department was reviewing the policy to insure that it meets the Department's requirements. The system will use cloud based storage rather than in-house storage. The cloud based storage has to meet the Criminal Justice Information System security requirements. The vendor does not have access to the data and when the contract is

terminated, all the data is returned to the end user. The proposed contract is for five years. He then gave the details of the units.

Mr. McLaughlin said that there were two concerns, the first being the general support by the officers. The second concern focused on the technology support needed. The cost of the units was not an issue. He said that he would like to know what had changed since this request was first presented.

Chief Lovello said that if this issue had come up two or three years ago, the officers would not have been united about this. However, due to the events in the past year or so, the officers have become more accepting of the need for body cameras. They see the value of having them deployed in the field.

Regarding the data storage, Chief Lovello said this was the most expensive part of the proposal. One on-going discussion was why the State could not provide the data storage. He then gave the details of the current capabilities of the Public Safety Data Network. He added that OPM now has a reimbursement grant for the first year of cost for both the equipment and the data storage. The Town would be eligible for it for the first year. Discussion followed.

Mr. Zagrodzky then asked about the discount noted in the documentation. Chief Lovello reviewed the costs with the Committee.

Mr. Zagrodzky asked if there was information regarding how long the videos would be stored. Chief Lovello said that based on recent discussion with the State Police and other agencies, the State Attorney General has approved the best practice to be 90 days for most incidents, but 4 years for items identified as needing to be retained.

Discussion followed about POST (**P**olice **O**fficers **S**tandards and **T**raining Council) requirements, municipality adoption rates, and equipment replacement rates.

Mr. Jack Davis, the RTM Finance & Budget Chair, came forward and said that he understood that the cameras would eventually be used, but having dealt with technology, Mr. Davis said that F&B Committee's concern was that there was a five year contract. Mr. Davis felt that five years was unreasonable because of the rapid changes in the technology field. He suggested that a better option would be a three year contract with two one year renewals.

Mr. Davis said that there were still many unanswered questions such as how cases involving rape or juveniles will be handled or what kind of permissions will be required. These issues need to be addressed before the technology is implemented. Mr. Davis suggested that the officers upload the videos following the conclusion of the incidents rather than waiting to the end of the day.

As the technology is implemented, the procedures will have to change. He then gave several examples and asked who the top market leaders were. Mr. Davis also pointed out that the State does not have a very good track record regarding their software selection. His concern was making the best choice for the Town.

Mr. Davis pointed out that the budget cycle would start in two months and suggested that the Department do the research and then have the request included in the regular budget. Having the State offer a reimbursement grant is nice, but Mr. Davis was skeptical about this because he pointed out that the State was still withholding other grant funds that they had promised. By having all the department's needs in line, the Town can choose the vendor they want regardless whether it is a State authorized vendor or not.

Chief Lovello explained that the technology would be upgraded by the company after two and a half years and during the fifth year. The selected company is the industry leader right now and has the market share. Regarding policy, Chief Lovello said that the State policy was available on the Internet and addresses many of Mr. Davis' concerns. Mr. Davis said that the Committee did not have that information available and he was happy to hear that. Chief Lovello informed the Board Members and Mr. Davis that the patrol cars do not have Internet access because it is a security risk. The State has not offered up the selected company as a State vendor. The various municipalities can select whichever vendor they want as long as the State technical requirements are met. Chief Lovello said that the timeliness was important because so many things have changed in the past few months.

Discussion followed about the length of the contract, the choice of vendor, and the potential increase in requests from attorneys along with Freedom of Information requests.

Mr. Orr asked if the upgrade expense would be covered under the Capital Budget. Ms. Charneski said that it would meet the criteria for the Capital Budget.

**** MR. ORR MOVED THE FOLLOWING RESOLUTION:**

**RESOLUTION RECOMMENDING SPECIAL APPROPRIATION FOR THE
PURPOSE OF BODY CAMERAS FOR THE DARIEN POLICE DEPARTMENT**

**WHEREAS, THE CHIEF OF POLICE HAS REQUESTED FUNDING FOR BODY
CAMERAS AND A DATA RETENTION SYSTEM FOR THE POLICE
DEPARTMENT; AND**

**WHEREAS, USE OF BODY CAMERAS IS CONSIDERED TO BE A LAW
ENFORCEMENT BEST PRACTICE; AND**

WHEREAS, AFTER DUE CONSIDERATION, THE BOARD OF SELECTMEN BELIEVES THAT THIS PROGRAM WILL BENEFIT THE DEPARTMENT AND THE COMMUNITY; AND

WHEREAS, FUNDING WILL BE REQUIRED IN THE CURRENT FISCAL YEAR FOR OPERATING COSTS OF \$49,344 AND CAPITAL EXPENSES OF \$27,798;

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF DARIEN BOARD OF SELECTMEN HEREBY RECOMMENDS A SPECIAL APPROPRIATION TOTALING \$87,142 TO THE BOARD OF FINANCE AND REPRESENTATIVE TOWN MEETING FOR THIS PURPOSE.

**** MR. MCLAUGHLIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSFERS

FY 2017

Public Works – Point of Sales Software

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10704000-86600	BOF Contingency	\$15,000.00	10405154-82007	Professional Services	\$15,000.00
	TOTAL	\$15,000.00		TOTAL	\$15,000.00

Mr. Gentile, the Director of Public Works, came forward and greeted the Board Members. He said that the software that the Department uses for the Residential Disposal Area stickers is not working well. There has been a major problem with processing credit card sales for the last year and a half. The proposal is to move the Public Facilities data up to a company in Rocky Hill. The cost is almost identical to what the Town is currently paying. Mr. Gentile reviewed the reasons why he wants to change vendors. Discussion followed about the details.

First Selectman Stevenson said that the vendor for Public Works was originally a wrap-around move done with the software that the Parks and Recreation Department was using. She would like to see if this new vendor would also be able to help Parks and Recreation with the beach stickers. Parks and Recreation might need to keep their current vendor for the program registration but purchasing a beach sticker is a much simpler transaction.

**** MS. MAGUIRE MOVED TO APPROVE THE FOLLOWING TRANSFER:**

Town of Darien
Board of Finance
Regular Meeting
September 13 2016

Public Works – Point of Sales Software

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10704000-86600	BOF Contingency	\$15,000.00	10405154-82007	Professional Services	\$15,000.00
	TOTAL	\$15,000.00		TOTAL	\$15,000.00

**** MR. HUCK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Public Works – Street Lighting Maintenance

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10402144-82051	Electricity	\$15,000.00	1042144-82047	Street Light	\$15,000.00
				Maintenance	
	TOTAL	\$15,000.00		TOTAL	\$15,000.00

Mr. Gentile explained that he was looking to move the money so that when the street lights are purchased later this week, the funding will be there.

Mr. McLaughlin asked how the project was going. Mr. Gentile said that he was surprised at the amount of paperwork involved. There were 822 fixtures done. The Town Attorney and the company are finalizing the last details. After that, there will need to be a service contract for the first year. Mr. Gentile said that he hopes to have the service in the future done in-house. He gave an overview of the details and how poles will be replaced. Discussion about what the contract covered and the timing of the rebate followed.

Mr. Davis came forward and asked if the Darien Train Station had been included in the plan. Mr. Gentile said that it was part of the plan and explained that he was going to do a light presentation by choosing a road and installing the lights. He said that light pollution has always been a concern.

**** MR. ORR MOVED TO APPROVE THE FOLLOWING TRANSFER:**

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10402144-82051	Electricity	\$15,000.00	1042144-82047	Street Light	\$15,000.00
				Maintenance	
	TOTAL	\$15,000.00		TOTAL	\$15,000.00

**** MR. HUCK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion of Five Year Forecast.

Mr. Zagrodzky commented that having the new OpenGov software would be very helpful for analyzing the data. He said that he would like to have a meeting of the Five Year Committee together to review the data he has already assembled. Discussion followed about how timely this would be for the Committee. Mr. Zagrodzky suggested that if the Town gets the OpenGov program, the data will be more accessible.

Approval of Final Pension Plan Summary Documents.

Mr. Zagrodzky said that there had been a few changes made in the final version of the documents, which are in the packet. Ms. Charneski gave a brief overview of the three changes, including Section 1.26 - the Taxable Wage Base; Section 4.01- Normal or Deferred Retirement; and Section 4.03 - Disability Retirement.

Mr. McLaughlin asked if the goal was to have the Pension Plans conformed. Ms. Charneski explained that the goal was to have them consistent with the current IRS regulations and requirements, updating reference to the Town Code, insuring that the updates to the Union documents are reflected in the Plans. There was no intention to change anything related to the benefits. Mr. Zagrodzky pointed out that fiduciary responsibilities were growing every day. He recommended that these documents be reviewed every three years to keep them current.

**** MS. MAGUIRE MOVED TO APPROVE THE UPDATED PLAN DOCUMENTS.**

**** MR. ORR SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSFERS CONT'D

FY 2016

- a) Town Administrator Support Services – Copier Lease (\$18,450)**
- b) Legal Counsel – Town Counsel (\$179,971)**
- c) Information Technology – Telecommunications (\$10,027)**
- d) Police Investigations – Various Salary Accounts (\$5,170)**
- e) Police Patrol – Various Salary Accounts (\$7,444)**
- f) Police Crossing Protection – (\$3,827)**
- g) Fire Commission – Telecommunications (\$4,122)**
- h) Emergency Medical Services – Paramedic Services (\$31,099)**
- i) Emergency Medical Services – Emergency Communications (\$4,898)**
- j) Public Works Building Management – Various Accounts – (\$15,411)**
- k) Public Works Parking Operations – (\$4,538)**
- l) Public Works Roads & Walkways – Various Accounts (\$15,986)**
- m) Public Works Waste Management – Solid Waste disposal (\$11,562)**
- n) Parks & Recreation Administration – Professional Services (\$12,734)**
- o) Risk Management – Various Insurance Accounts (\$28,922)**
- p) Employee Benefits – Unemployment Compensation (\$9,410)**
- q) Employee Benefits – Accrued Leave Redemption (\$102,685)**
- r) Voter Registry – Part Time (\$2,265)**

Ms. Charneski said that she was working on unraveling the two telecommunication items (Items c & g) in terms of the charges. She said that she would like to have an audit of the Frontier bills to verify the amounts. The discussion that followed included the Legal Services and the Accrued Leave Redemption.

Mr. Zagrodzky asked for clarification on how the new EMS service billing will be handled. Ms. Charneski said that they would be working with a third party billing agency. The amount of \$31,099 is what was not collectable. She said that the new paramedic contract would be for a base amount and the Town would make up the difference if they did not reach that base amount. Discussion followed about how the billing was handled.

Mr. Zagrodzky said that the credit card fees might need to be adjusted to cover the increase in credit card activity.

Ms. Charneski said that the remaining balance in the Contingency account was approximately \$207,000. The account opened with \$400,000.

**** MR. MCCLAUGHLIN MOVED TO APPROVE THE FOLLOWING TRANSFERS FOR FY 2016:**

- a) TOWN ADMINISTRATOR SUPPORT SERVICES – COPIER LEASE (\$18,450)**
 - b) LEGAL COUNSEL – TOWN COUNSEL (\$179,971)**
 - c) INFORMATION TECHNOLOGY – TELECOMMUNICATIONS (\$10,027)**
 - d) POLICE INVESTIGATIONS – VARIOUS SALARY ACCOUNTS (\$5,170)**
 - e) POLICE PATROL – VARIOUS SALARY ACCOUNTS (\$7,444)**
 - f) POLICE CROSSING PROTECTION – (\$3,827)**
 - g) FIRE COMMISSION – TELECOMMUNICATIONS (\$4,122)**
 - h) EMERGENCY MEDICAL SERVICES – PARAMEDIC SERVICES (\$31,099)**
 - i) EMERGENCY MEDICAL SERVICES – EMERGENCY COMMUNICATIONS (\$4,898)**
 - j) PUBLIC WORKS BUILDING MANAGEMENT – VARIOUS ACCOUNTS – (\$15,411)**
 - k) PUBLIC WORKS PARKING OPERATIONS – (\$4,538)**
 - l) PUBLIC WORKS ROADS & WALKWAYS – VARIOUS ACCOUNTS (\$15,986)**
 - m) PUBLIC WORKS WASTE MANAGEMENT – SOLID WASTE DISPOSAL (\$11,562)**
 - n) PARKS & RECREATION ADMINISTRATION – PROFESSIONAL SERVICES (\$12,734)**
 - o) RISK MANAGEMENT – VARIOUS INSURANCE ACCOUNTS (\$28,922)**
 - p) EMPLOYEE BENEFITS – UNEMPLOYMENT COMPENSATION (\$9,410)**
 - q) EMPLOYEE BENEFITS – ACCRUED LEAVE REDEMPTION (\$102,685)**
 - r) VOTER REGISTRY – PART TIME (\$2,265)**
- ** MR. ORR SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

FINANCE REPORT.

Ms. Charneski said that the report included a year end look at 2016 and projections for 2017. She said that for 2016 the revenues are exceeding the expenditures. Ms. Charneski said that there might be room to tighten some of the budget lines. She reviewed the various figures with the Board Members.

The auditors were on site just before Labor Day. They will return to the Board of Education to start reviewing the State required Special Education Testing on September 19th and 20th.

Mr. Orr asked if the Town had to draw on the contribution from the Fund Balance. Ms. Charneski said that they did not need to draw on those funds. Discussion followed about how this affected the budget.

Ms. Charneski said that the town had carried a number of encumbrances and she would like to insure that the departments are moving these forward. There are some expected draws from the Fund Balance in 2017. Discussion followed about the past draw downs on the Fund Balance.

Ms. Charneski said that the final State Budget has more revenue for the Town than what the Town budgeted. The Town did not budget anything for Educational Cost Sharing, but the State granted the Town \$775,000. Payments will be made quarterly.

The Town budgeted about \$40,000 for the municipal revenue sharing account. The Town has already received \$171,000, which is the full amount from the State.

In July, the Town reached a settlement with the three country clubs, which resulted in a reduction of their assessed value. This translates into just over \$1.1 million dollar reduction in 2017 revenues. There are prior year credits that will be realized in 2017 around \$618,000 and there will be a reduction in taxes for 2017 which will be about \$527,000. The total reduction in tax revenue will be \$1,144,551. Discussion followed about the details of the reductions. Mr. Homicki has offered to come and speak to the Board members about how the assessments were adjusted.

Mr. McLaughlin said that he would like to know more about this because the country clubs were some of the top tax payers in the town. He added that the clubs offer passive open space. Mr. Orr then gave a brief overview of the origins of the lawsuits. Discussion followed about the details.

APPROVAL OF MINUTES

a) 7/19/2016

The following correction was noted:

Page 1, under **OTHER BUSINESS**, paragraph 1, line 4; please change the following from: “and macro algal blooms” to “and macroalgal blooms”

**** MR. MCLAUGHLIN MOVED THE MINUTES OF JULY 19, 2016 AS CORRECTED.**

**** MR. HUCK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

SPECIAL COMMITTEE REPORTS

Mr. Huck presented his report regarding the combination of the Board of Education with the Town. He also updated the Board Members about the upcoming BOE contract negotiation dates and salary ranges.

Mr. Huck also spoke about a CT Supreme Court CCJEF decision regarding the fundamental right to education and the allocation of the State Educational funding to various municipalities. Mr. Huck listed a number of points that the judge addressed in the case such as consistent standards for graduation, teacher outcomes; special education funding, school construction reimbursements and a number of other issues.

The discussion that followed touched on the ECS formula that incorporated the concepts of municipal overburden, property taxes and a variety of other issues.

ADJOURNMENT

**** MR. HUCK MOVED TO ADJOURN**
**** MS. MAGUIRE SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Diana Maguire
Clerk, Board of Finance

Prepared by,

S. L. Soltes
Telesco Secretarial Services